Chapter 9: Viewing Reports

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Viewing Reports Participant User Guide* includes:

- All Deposit Processing Users (viewing various reports will depend on your level of access)

Overview

Welcome to *Viewing Reports.* In this chapter, you will learn:

- The purpose of viewing reports

- The various types of reports you can access by role

- The types of Business, Security and Administration reports

- The detail each report provides and how to view and download those reports

Topics

This chapter is organized by the following topics:

1. Viewing Reports

2. Reports by Access Type

3. Types of Business, Security and Administration Reports

4. Viewing Report Detail

Topic 1. Viewing Reports

As a user or viewer of the Deposit Processing functionality, you may access one or more of the **Business Reports**, **Security Reports,** and/ or **Administration Reports**. You may need to view or download report for adjustment activity, user information, voucher status, or for any another reason. Each report provides you with information specific to the select type of data requested, associated with a deposit. Table 1 below outlines the purpose of each report type.

Table 1. Types of Reports and Purpose

Report	Purpose of Report
Business	Provides specific reporting detail for deposit and adjustment activity by type, status and processing options for Agencies and Financial Institutions
Security	Provides specific reporting detail for access groups and users for Agencies and Financial Institutions
Administration	Provides specific reporting detail for interfaces with CA$HLINK, FRB CA$HLINK and TRS, as well as detailed information about completed and in progress vouchers

Topic 2. Reports by Access Type

Depending on your user role, you have permission to view certain reports. There are three types of reports that can be accessed. They include **Business Reports, Security Reports,** and **Administration Reports**. See Table 2 below for details.

Table 2. Reports by Access Type

	Federal Program Agency						Financial Institution/FRB as FI				
Business Reports	Deposit Preparer	Deposit Approver	Local/Accounting Specialist	FPA Viewer	Agency LSA	Agency PLSA	FI Confirmer	FRB Confirmer	FI Viewer	FRB Viewer	P/LSA
Adjustment Activity (FI)							•		•		
Adjustment Activity (FRB)								•		•	
Adjustments By OTC Endpoint	•	•		•							
Daily Voucher Report			•								
Deposit Activity (FI)							•		•		
Deposit Activity (FRB)								•		•	
Deposits By Accounting Code	•	•		•							
Deposits By OTC Endpoint	•	•		•							
Deposit History By Status (FPA)	•	•		•							
Non-Reporting OTC Endpoint	•	•	•	•							
Processing Options by Agency Endpoint			•								
Security Reports											
Access Groups by User					•	•					•
Primary Access Groups without a PLSA[1]											
Users by Access Group (FI)											•
Users by Access Group (FPA)					•	•					
Users by Role (FI)											•
Users by Role (FPA)					•	•					
User Information					•	•					•
Administration Reports/ Misc											
Activity Report[2]											
View CA$HLINK II File Status							•		•		
View FRB CA$HLINK File Status								•		•	
View TRS File Status[3]							•	•	•	•	
View Vouchers Complete	•	•		•			•	•	•	•	
View Voucher Event Log	•	•		•			•	•	•	•	
View Voucher Event Detail	•	•		•			•	•	•	•	
View Vouchers In Progress	•	•		•			•	•	•	•	
View Voucher Event Log	•	•		•			•	•	•	•	
View Voucher Event Detail	•	•		•			•	•	•	•	
Change Current State[1]											
Acknowledge Error Resolution							•	•			

Legend: [1] Report details accessible only at the HLAS user level. [2] Report accessible at the viewer level.
[3] The Transaction Reporting System (TRS) is now referred to as the Collections Information Repository (CIR).

Topic 3. Types of Business, Security, and Administration Reports

Business Reports

If you are a **Deposit Preparer**, **Deposit Approver**, **Accounting Specialist**, **Local Accounting Specialist**, **Federal Program Agency (FPA) Viewer**, **Financial Institution (FI) Confirmer**, **Federal Reserve Bank (FRB) Confirmer**, **FI Viewer,** or **FRB Viewer**, you may access one or more of the reports listed in Table 3. To obtain specific details for which reports each role may view or download, please refer to Table 2 above.

<div align="center">Table 3. Business Reports and Purpose</div>

Business Report	Purpose of Business Report
Adjustment Activity (FI)	Allows you to view adjustments made by your Financial Institution (FI).
Adjustment Activity (FRB)	Allows you view adjustments made by your Federal Reserve Bank (FRB).
Adjustments by OTC Endpoints	Allows you to view adjustments made by your Agency Location Code (ALC).
Daily Voucher Report	Allows you to view the daily voucher extract
Deposit Activity (FI)	Allows you to view deposits submitted to your FI.
Deposit Activity (FRB)	Allows you to view deposits submitted to your FRB.
Deposits by Accounting Code	Allows you to view deposits by accounting code.
Deposits by OTC Endpoint	Allows you to view deposits by OTC Endpoint.
Deposit History by Status	Allows you to view deposits by status
Non-Reporting OTC Endpoints	Allows you to view OTC Endpoints that have not reported a deposit.
Processing Options by OTC Endpoints	Allows you to view processing options defined for endpoints within the organization.

Security Reports

If you are an **Agency Primary Security Administrator (PLSA)**, **Agency Local Security Administrator (LSA), FI/FRB PLSA** or **FI/FRB LSA**, you may access one or more of the reports listed in Table 4. To obtain specific details for which reports each role may view or download, refer to Table 2 above.

Table 4. Security Reports and Purpose

Security Report	Purpose of Security Report
Access Groups by Users	Allows you to view access groups assigned to a user.
Users by Access Group (FI)	Allows you to view users by Financial Institution.
Users by Access Group (FPA)	Allows you to view users by OTC Endpoint.
User Information	Allows that you to view a user's contact information.
Users by Role (FI)	Allows you to view users by role for your Financial Institution.
Users by Role (FPA)	Allows you to view users by role for your OTC Endpoint.

Administration Reports

If you are a **Deposit Preparer**, **Deposit Approver**, **FPA Viewer**, **FI Confirmer**, **FRB Confirmer**, **FI Viewer,** or **FRB Viewer**, you may access one or more of the reports listed in Table 5. To obtain specific details for which reports each role may view or download, refer to Table 2.

Table 5. Administration Reports and Purpose

Administration Report	Purpose of Administration Report
Activity Report[1]	Allows a user to view the total number of organizations created in a month and/or year as well as total number of deposits by status and adjustment activity by month and/or year.
View CA$HLINK II File Status	Allows you to view status of deposit report files that have been processed by CA$HLINK II or are ready for CA$HLINK II to process.
View FRB CA$HLINK File Status	Allows you to view the status of deposit files that have been sent to FRB CA$HLINK.
View TRS File Status[2]	The status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

[1] *Indicates report that only an FMS Viewer user role may access*

[2] *The Transaction Reporting System (TRS) is now referred to as the Collections Information System (CIR)*

Administration Report *Cont'd*	Purpose of Administration Report *Cont'd*
View Vouchers Completed	Allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.
View Vouchers in Progress	Allows you to view the status of deposit and adjustment vouchers in progress.

Topic 4. Viewing Report Detail

Business Reports

This section will provide you with detail of how to view and download **Business Reports**. There are 11 **Business Reports** you may choose to view. To print **Business Reports** after downloading, right-click using a mouse, and click the **Print** option.

Adjustment Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FI)**. See Figure 1 below.

Figure 1. Select Adjustment Activity (FI) from Reports Menu
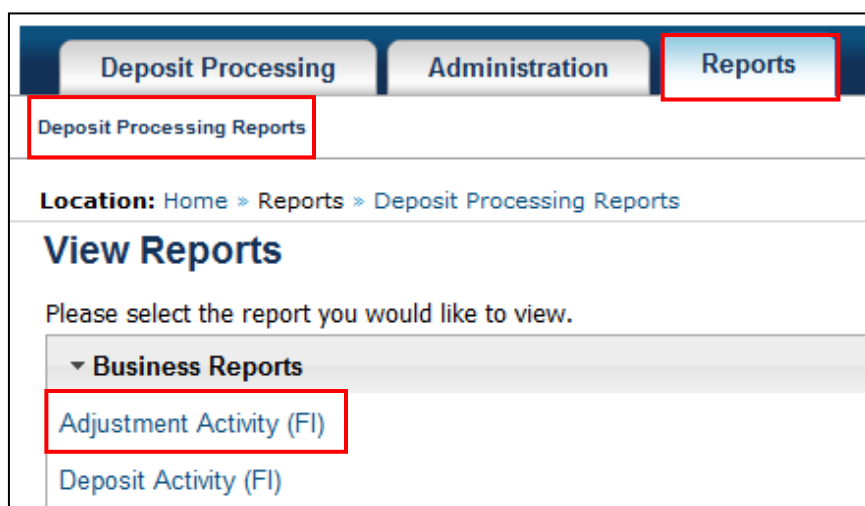
2. The *Adjustment Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children** and click an **OTC** Endpoint to initiate the report. See Figure 2 below for search criteria.

    Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date,** and **Deposit Date**.

    - Select the **Adjustment Type**, *required*
    - Select the **Adjustment Reason**
    - Enter the **From:** and **To:** Voucher Date range
    - Enter the **From:** and **To:** Original Date of Deposit range
    - Enter the **ALC** (Agency Location Code)
    - Enter the **RTN** (Routing Transit Number)
    - Enter the **DDA** (Demand Deposit Account)
    - Enter the **From:** and **To:** Adjustment Amount range
    - Enter the **From:** and **To:** Deposit Date range
    - Enter the **CAN** (CA$HLINK II Account Number)
    - Enter the **CA$HLINK II Trace #**
    - Select the **Report Format**

    For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 2. Adjustments Activity (FI) Page

3. The report appears in a new window as shown in Figure 3.

Figure 3. Adjustments Activity (FI) Report Output

Adjustment Activity (FI)									
Generated: 07/14/2010 2:08:48 PM ET									
Selected Adjustment Type: ALL									
Selected Adjustment Reason: ALL									
Selected Organization Endpoint: All									
Selected Deposit Date Range: 04/14/2009 - 07/14/2010									

Voucher #	Adjustment Type	Voucher Date	ALC	Deposit Date	Create Date	CAN	CL II Trace #	Original Deposit #	Voucher Amount
RTN: 011111111									
DDA #: 45684565									
008941	Debit	08/20/2009	00004603	08/20/2009	08/20/2009	001042		139602	($20.00)
RTN: 021345786									
DDA #: 23423411									
009198	Returned Item	11/05/2009	97200012	11/05/2009	11/05/2009	005751			($2.00)
009216	Returned Item	11/06/2009	97200012	11/06/2009	11/06/2009	005751			($1.00)
009236	Returned Item	11/11/2009	97200012	11/11/2009	11/16/2009	005751			($200.00)
009237	Returned Item	11/10/2009	97200012	11/10/2009	11/16/2009	005751			($200.00)

View Business Reports: Adjustment Activity (FI)

To view adjustment activity (FI) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Adjustment Activity (FI)**. The *Adjustment Activity (FI)* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

> **Application Tip**
>
> The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

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6. Click an OTC Endpoint to initiate the report. The report appears in a new window.


Application Tip

Additional buttons on the page that help you perform other tasks:
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.

Adjustment Activity (FRB)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustment Activity (FRB).** See Figure 4 below.

Figure 4. Select Adjustment Activity (FRB) from Reports Menu
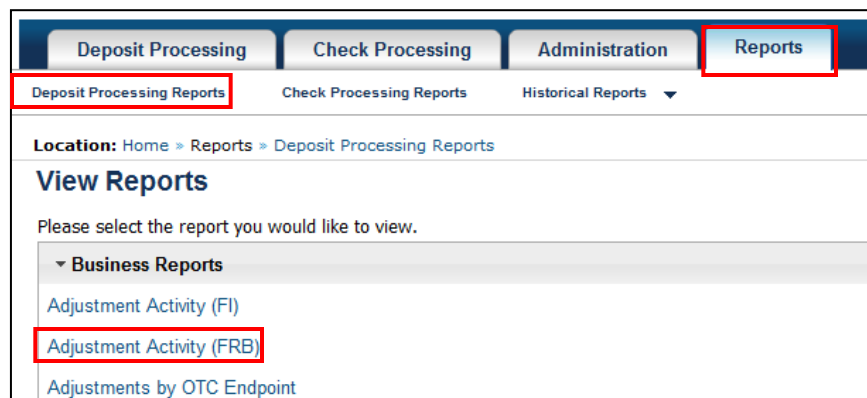
2. The *Adjustment Activity (FRB)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children** and click an **OTC Endpoint** to initiate the report. See Figure 5 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**, **Original Date,** and **Deposit Date**.

   - Select the **Adjustment Type**, *required*
   - Select the **Adjustment Reason**
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Original Date of Deposit range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Adjustment Amount range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 5. Adjustments Activity (FRB) Page

3. The report appears in a new window as shown in Figure 6.

Figure 6. Adjustments Activity (FRB) Report Output

	Adjustment	Voucher		Deposit	Created	Acct	CCWU	Original Deposit	Voucher
Voucher#	Type	Date	ALC	Date	Date	Key	#	#	Amount
009356	Debit	01/08/2010	00004609	01/08/2010	01/08/2010	275	2242	140663	($10.00)

RTN: 055288071

	Adjustment	Voucher		Deposit	Created	Acct	CCWU	Original Deposit	Voucher
009137	Returned Item	10/29/2009	20181201	10/29/2009	10/29/2009	234	9878		($800.00)

Adjustment Activity (FRB)

Generated: 07/14/2010 2:02:54 PM ET
Selected Adjustment Type: ALL
Selected Organization Endpoint: All
Selected Organization ID: ALL
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

View Business Reports: Adjustment Activity (FRB)

To view adjustment activity (FRB) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Adjustment Activity (FRB)**. The *Adjustment Activity (FRB)* page appears.

4. Enter the search criteria you would like to view.

    - Select the **Adjustment Type**, *required*
    - Select the **Adjustment Reason**
    - Enter the **From:** and **To:** Voucher Date range
    - Enter the **From:** and **To:** Original Date of Deposit range
    - Enter the **ALC** (Agency Location Code)
    - Enter the **RTN** (Routing Transit Number)
    - Enter the **From:** and **To:** Adjustment Amount range
    - Enter the **From:** and **To:** Deposit Date range
    - Enter the **Account Key**
    - Enter the **CCWU** (Cost Center Work Unit)
    - Select the **Report Format**

    > **Application Tip**
    >
    > The date range for **Voucher Date**, **Original Date**, and **Deposit Date** cannot exceed 15 months.

    > **Application Tip**
    >
    > You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

> ⓘ **Application Tip**
>
> Select the **Yes** option to generate a report that contains data for
> the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
> Select the **No** option to generate a report that contains data only for the
> selected OTC Endpoint.

> ⓘ **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check
> capture OTC Endpoint; **M** denotes a mapped accounting code; an open
> lock 🔓 denotes access permission; and a closed lock 🔒 denotes no
> access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> ⓘ **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Adjustments by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Adjustments by OTC Endpoint.** See Figure 7 below.

Figure 7. Select Adjustments by OTC Endpoint from Reports Menu

2. The *Adjustments by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children** and click an **OTC Endpoint** to initiate the report. See Figure 8 below.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization**, *required*
   - Select the **Adjustment Type**
   - Enter the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Adjustment Date range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **From:** and **To:** Adjustment Amount range
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 8. Adjustments by OTC Endpoint Page

3. The report appears in a new window as shown in Figure 9.

Figure 9. Adjustments by OTC Endpoint Report Output

Adjustments by OTC Endpoint

Generated: 07/14/2010 2:16:02 PM ET
Selected Adjustment Type: Credit
Selected Deposit OTC Endpoint: ALL
Selected ALC: ALL
Selected Deposit Date Range: 04/14/2009 - 07/14/2010

Financial Institution	Adjust Date	Deposit Date	Voucher Date	Voucher #	Adjustment Amount
Highest Level : TWAI Test Agency					
Level 1 : TWAI Level 2					
Level 2 : TWAI Level 3			ALC: 99991112		
Adjustment Type: Credit					
Bank of America	07/27/2009	07/27/2009	07/27/2009	139499	$0.01
				Total:	$0.01

View Business Reports: Adjustments by OTC Endpoint

To view adjustments by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Adjustments by OTC Endpoint**. The *Adjustments by OTC Endpoint* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **Adjustment Type**, *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Adjustment Date range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **From:** and **To:** Adjustment Amount range
   - Select the **Report Format**

   Application Tip

   The date range for **Voucher Date** cannot exceed 15 months.

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   Application Tip

   Select the **Yes** option to generate a report that contains data for
   the selected OTC Endpoint as well as all of the lower level OTC Endpoints.
   Select the **No** option to generate a report that contains data only for the
   selected OTC Endpoint.

> **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock 🔓 denotes access permission; and a closed lock 🔒 denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Daily Voucher Report

1. Click the **Reports** tab and click **Deposit Processing Report**. The *View Reports* page appears. Under **Business Reports**, click **Daily Voucher Report.** See Figure 10 below.

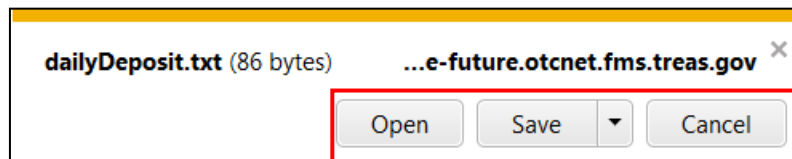**Figure 10. Select Daily Voucher Report from Reports Menu**

2. The *Daily Voucher Report* page appears. Enter the search criteria you would like to view. See Figure 11 below for search criteria.

   - Select the **OTC Endpoint**, *required*
   - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
   - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit

Figure 11. Daily Voucher Report Page

3. Click **Submit**. The *File Download* dialog box appears (see Figure 12 below). Click **Open**, **Save** or **Cancel**.

Figure 12. File Download Dialog Box

View Business Reports: Daily Voucher Report

To view a daily voucher report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Daily Voucher Report**. The *Daily Voucher Report* page appears.

4. Enter the search criteria you would like to view.

   - Select the **OTC Endpoint**, *required*
   - Select the **Date Confirmed by Financial Institution** or **Date of Deposit**, *required*
   - Enter the date range for the date the deposit was confirmed by FI or Date of Deposit

5. Click **Submit**. The *File Download* dialog box appears.

6. Click **Open**, **Save**, or **Cancel**.

> *Application Tip*
>
> If you click **Open**, the content of the file displays. If you click **Save**, choose the location where you want to save the file. If you click **Cancel**, the content does not display.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Deposit Activity (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FI)**. See Figure 13 below.

Figure 13. Select Deposit Activity (FI) from Reports Menu
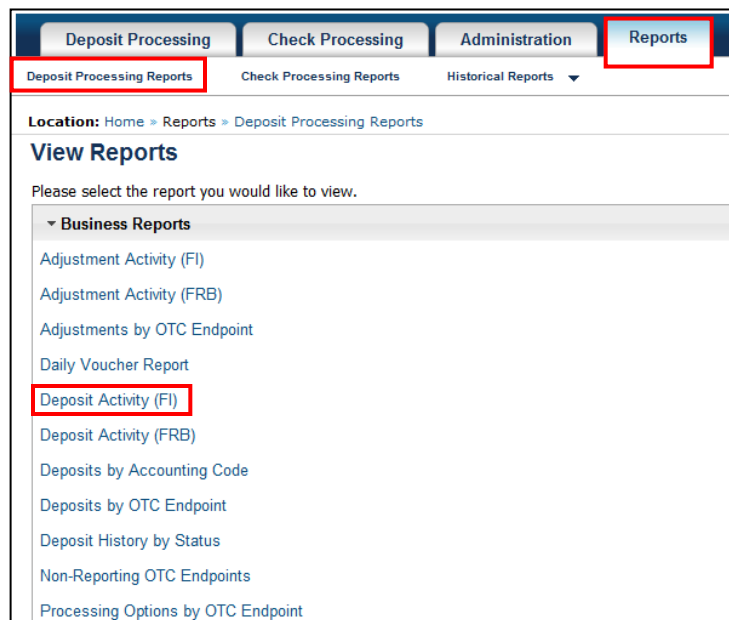
2. The *Deposit Activity (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 14 below for search criteria.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 14. Deposit Activity (FI) Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 14 above). The report appears in a new window as shown in Figure 15.

Figure 15. Deposit Activity (FI) Report Output

| | | | | | | | | CL II | |
Status	**Voucher Type**	**Voucher #**	**Voucher Date**	**ALC**	**Deposit Date**	**Status Date**	**CAN**	**Trace #**	**Voucher Amount**

Deposit Activity (FI)

Generated: 07/14/2010 2:47:44PM ET
Selected Voucher Type: FrnCheck
Selected Voucher Date Range: 04/14/2009 - 07/14/2010
Selected Organization Endpoint: ALL

Status	**Voucher Type**	**Voucher #**	**Voucher Date**	**ALC**	**Deposit Date**	**Status Date**	**CAN**	**CL II Trace #**	**Voucher Amount**
RTN: 011900445 DDA #: 88888888									
Submitted	Foreign Check	140243	11/10/2009	45010001		11/10/2009			

View Business Reports: Deposit Activity (FI)

To view a deposit activity (FI) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit Activity (FI)**. The *Deposit Activity (FI)* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **DDA** (Demand Deposit Account)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **CAN** (CA$HLINK II Account Number)
   - Enter the **CA$HLINK II Trace #**
   - Select the **Report Format**

   Application Tip

   You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   Application Tip

   Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

> ⓘ **Application Tip**
>
>   **TGA** denotes an OTC Endpoint; an open lock 🔓 denotes access
>   permission; and a closed lock 🔒 denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> ⓘ **Application Tip**
>
>   Additional buttons on the page that help you perform other tasks:
>   • Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
>   • Click **Clear** to clear all data fields and reset to the default selections.

Deposit Activity (FRB)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit Activity (FRB)**. See Figure 16 below.

Figure 16. Select Deposit Activity (FRB) from Reports Menu
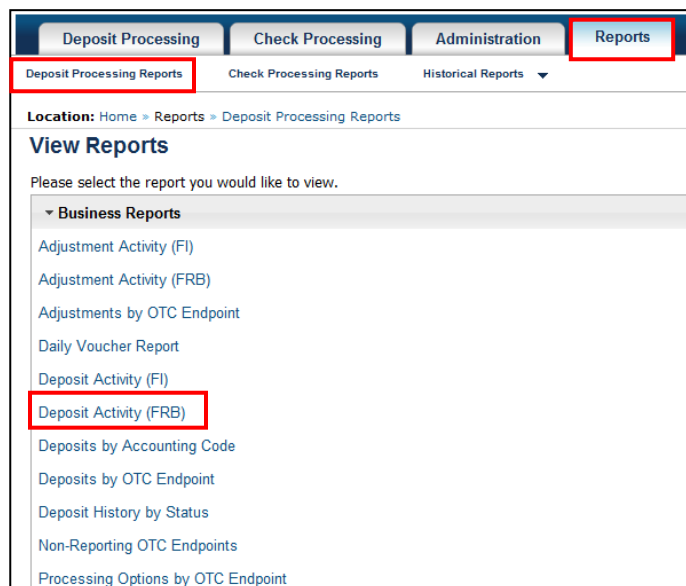
2. The *Deposit Activity (FRB)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 17 below for search criteria.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 17. Deposit Activity (FRB) Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 17 above). The report appears in a new window as shown in Figure 18.

Figure 18. Deposit Activity (FRB) Report Output

Deposit Activity (FRB)

Generated: 07/14/2010 2:54:21PM ET
Selected Status: All
Selected Voucher Date Range: 04/14/2009 - 07/14/2010

Status	Voucher Type	Voucher #	Voucher Date	ALC	Deposit Date	Status Date	Acct Key	Cost Center Work Unit #	Voucher Amount
RTN:	011000015								
Submitted	USCurrency	139929	11/02/2009	00000303		11/02/2009			$111.00
Confirmed	USCurrency	140265	11/11/2009	00000303	11/11/2009	11/11/2009	275	1234	$100.00
Confirmed	USCurrency	140363	11/23/2009	00000303	11/23/2009	11/23/2009	275	1234	$100.00
Submitted	USCurrency	140423	12/02/2009	00000303		12/02/2009			$10.00
Submitted	USCurrency	140744	01/14/2010	00000303		01/14/2010			$40.00

View Business Reports: Deposit Activity (FRB)

To view a deposit activity (FRB) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit Activity (FRB)**. The *Deposit Activity (FRB)* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Status**, *required*
   - Select the **Voucher Type**
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **ALC** (Agency Location Code)
   - Enter the **RTN** (Routing Transit Number)
   - Enter the **From:** and **To:** Deposit Total range
   - Enter the **From:** and **To:** Deposit Date range
   - Enter the **Account Key**
   - Enter the **CCWU** (Cost Center Work Unit)
   - Select the **Report Format**

   > **Application Tip**
   >
   > You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   > **Application Tip**
   >
   > Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

> ⓘ **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check
> capture OTC Endpoint; **M** denotes a mapped accounting code; an open
> lock 🔓 denotes access permission; and a closed lock 🔒 denotes no
> access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> ⓘ **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Deposits by Accounting Code

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by Accounting Code**. See Figure 19 below.

Figure 19. Select Deposits by Accounting Code from Reports Menu

2. The *Deposits by Accounting Code* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 20 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Accounting Code**, *required*
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 20. Deposits by Accounting Code Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 20 above). The report appears in a new window as shown in Figure 21.

Figure 21. Deposits by Accounting Code Report Output

View Business Reports: Deposits by Accounting Code

To view a deposit by accounting code report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposits by Accounting Code**. The *Deposits by Accounting Code* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Account Code**, *required*
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

   Application Tip
   The date range for **Voucher Date** cannot exceed 15 months.

   Application Tip
   You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   Application Tip
   Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

 Application Tip

> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

 Application Tip

> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Deposits by OTC Endpoint

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposits by OTC Endpoint**. See Figure 22 below.

Figure 22. Select Deposits by OTC Endpoint from Reports Menu
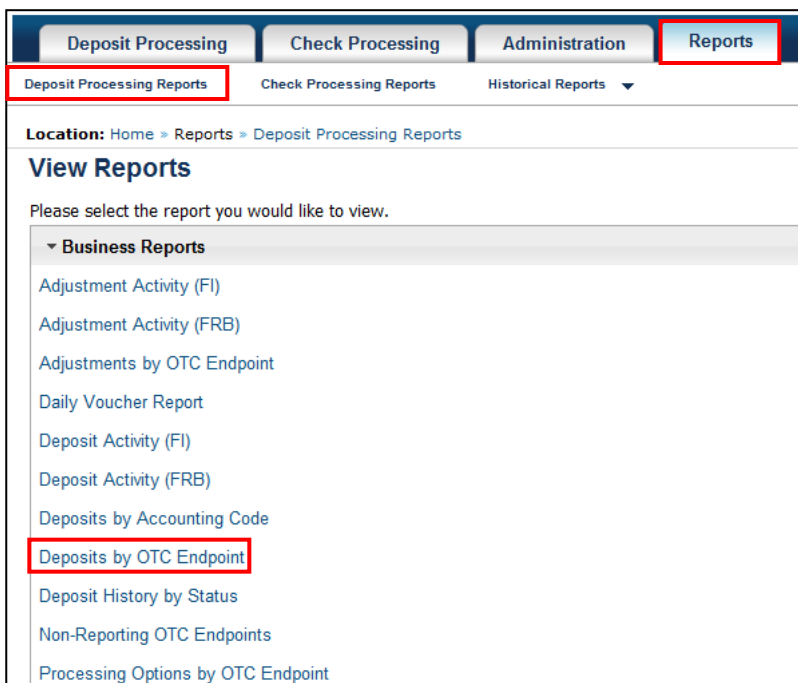
2. The *Deposits by OTC Endpoint* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 23 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Voucher Date**.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 23. Deposits by OTC Endpoint Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 23 above). The report appears in a new window as shown in Figure 24.

Figure 24. Deposits by OTC Endpoint Report Output

View Business Reports: Deposits by OTC Endpoint

To view a deposit by OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposits by OTC Endpoint**. The *Deposits by OTC Endpoint* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Enter the **From:** and **To:** Voucher Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

   > **Application Tip**
   >
   > The date range for **Voucher Date** cannot exceed 15 months.

   > **Application Tip**
   >
   > You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   > **Application Tip**
   >
   > Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

> **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Deposit History by Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Deposit History by Status**. See Figure 25 below.

Figure 25. Select Deposit History by Status from Reports Menu
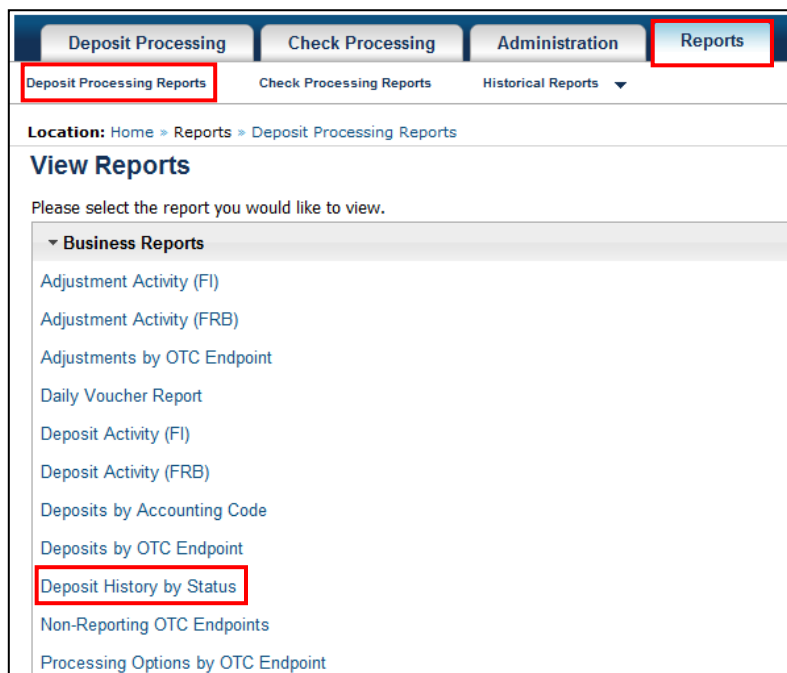
3. The *Deposit History by Status* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 26 below for search criteria.

   - Select the **Organization,** *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Status**, *required*
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 26. Deposit History by Status Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 26 above). The report appears in a new window as shown in Figure 27.

Figure 27. Deposits by OTC Endpoint Report Output

SENSITIVE BUT UNCLASSIFIED

Deposit History by Status

Generated: 09/24/2014 2:13:02 PM ET
Selected OTC Endpoint: Training Team Top Level -00002099
Selected Status: ALL
Selected Status Date Range: 06/24/2013 - 09/24/2014

	Voucher Type	Status Date	Voucher Date	Voucher #	Deposit Amount
Status Code: Confirmed					
ALC 00002099					
Training Team Top Level : Training Team Top Level -00002099					
Level 1 : Lower Level 1					
	USCurrency	08/05/2014	08/05/2014	968225	$250.00
	Foreign Cash	08/21/2014	08/21/2014	968377	$290.26
	USCurrency	08/21/2014	08/21/2014	968379	$175.00
	USCurrency	08/21/2014	08/21/2014	968380	$250.00
	Foreign Check	08/21/2014	08/21/2014	968382	$500.00
	USCurrency	08/21/2014	08/21/2014	968383	$200.00
	USCurrency	08/21/2014	08/21/2014	968384	$75.00
	Foreign Check	08/21/2014	08/21/2014	968385	$100.00
	USCurrency	08/29/2014	08/29/2014	968388	$199.00
			Level 1 : Lower Level 1 Total:		$2,039.26
		Training Team Top Level : Training Team Top Level -00002099 Total:			$2,039.26
			ALC 00002099 Total:		$2,039.26
		Current Status - CONFIRMED Total:			$2,039.26
Status Code: Rejected					
ALC 00002099					
Training Team Top Level : Training Team Top Level -00002099					
Level 1 : Lower Level 1					
	Foreign	08/08/2014	07/30/2014	968121	$0.00

Page 1   of 2

🧑‍💬 **View Business Reports: Deposit History by Status**

To view a deposit history by status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Deposit History by Status**. The *Deposit History by Status* page appears.

4. Enter the search criteria you would like to view.

   - Select the **Organization**, *required*
   - Select the **ALC** (Agency Location Code)
   - Select the **Status**, *required*
   - Enter the **From:** and **To:** Status Date range
   - Enter the **From:** and **To:** Deposit Total range
   - Select the **Report Format**

   > ⓘ **Application Tip**
   >
   > You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   > ⓘ **Application Tip**
   >
   > Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

   > ⓘ **Application Tip**
   >
   > **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock 🔓 denotes access permission; and a closed lock 🔒 denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> ⓘ **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Non-Reporting OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. See Figure 28 below.

Figure 28. Non-Reporting OTC Endpoints from Reports Menu
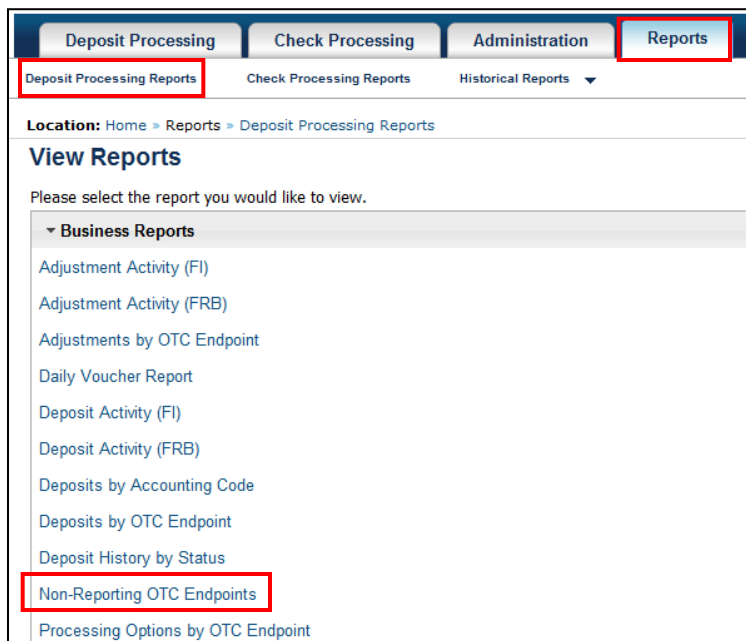
2. The *Non-Reporting OTC Endpoints* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 29 below for search criteria.

   Under search criteria, you cannot exceed 15 months for the date range for **Deposit Date**.

   - Enter the **From:** and **To:** Deposit Date range
   - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 29. Non-Reporting OTC Endpoints Page

Non-Reporting OTC Endpoints

Enter your search criteria and select an OTC Endpoint hyperlink to initiate the report.

Deposit Date

From:

To:

Report Format:

HTML

Report With Children:
○ Yes   ○ No

CHK denotes check capture   TGA denotes deposit processing   M denote

🔒 denotes no access permission

Organization Hierarchy

Contract All
ALL - All OTC Endpoints 🔓
⊞ TTTL - Training Team Top Level -00002099 🔓

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 29 above). The report appears in a new window as shown in Figure 30.

Figure 30. Non-Reporting OTC Endpoints Report Output

View Business Reports: Non-Reporting OTC Endpoints

To view a non-reporting OTC Endpoint report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Non-Reporting OTC Endpoints**. The *Non-Reporting OTC Endpoints* page appears.

4. Enter the search criteria you would like to view.

   - Enter the **From:** and **To:** Deposit Date range
   - Select a **Report Format**

   > **Application Tip**
   >
   > The date range for **Deposit Date** cannot exceed 15 months.

   > **Application Tip**
   >
   > You can view reports in HTML, PDF, Excel, or PowerPoint format.

5. Select **Yes** or **No** for **Report With Children**.

   > **Application Tip**
   >
   > Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

   > **Application Tip**
   >
   > **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock 🔓 denotes access permission; and a closed lock 🔒 denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> ⓘ **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Processing Options by OTC Endpoints

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Business Reports**, click **Processing Options by OTC Endpoints**. See Figure 31 below.

Figure 31. Processing Options by OTC Endpoints from Reports Menu
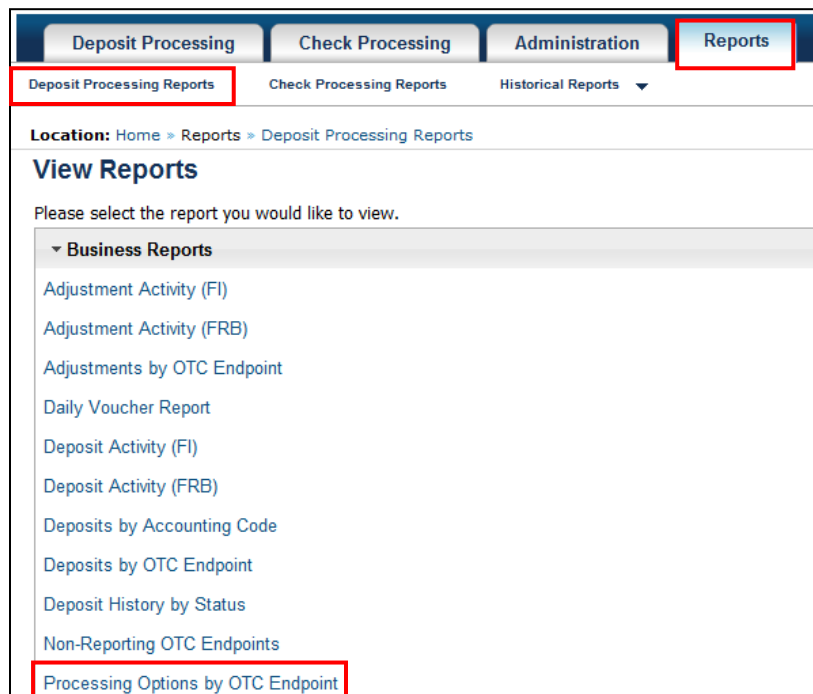
2. The *Processing Options by OTC Endpoints* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 32 below for search criteria.

    - Enter the **Processing Option**, *required*
    - Select the **Report Format**

For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 32. Processing Options by OTC Endpoints Page

3. Click an **OTC Endpoint** to initiate the report (refer to Figure 32 above). The report appears in a new window as shown in Figure 33.

Figure 33. Processing Options by OTC Endpoints Report Output

👤 View Business Reports: Processing Options by OTC Endpoints

To view processing options by OTC Endpoints report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Business Reports**, click **Processing Options by OTC Endpoints**. The *Processing Options by OTC Endpoint* page appears.

4. Enter the search criteria you would like to view.

   - Enter the **Processing Option**, *required*
   - Select a **Report Format**

5. Select **Yes** or **No** for **Report With Children**.

> ℹ️ **Application Tip**
>
> Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

> ℹ️ **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock 🔓 denotes access permission; and a closed lock 🔒 denotes no access permission.

6. Click an OTC Endpoint to initiate the report. The report appears in a new window.

> ℹ️ **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Security Reports

This section will provide you with detail of how to view and download **Security Reports**. There are six **Security Reports** you may choose to view. This does not include the **Primary Access Groups without a PLSA**. This report is viewable by a FMS Security user. To print **Security Reports** after downloading, right-click using a mouse and select the **Print** option.

Access Groups by User

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Access Groups by User**. See Figure 34 below.

Figure 34. Select Access Groups by User from Reports Menu
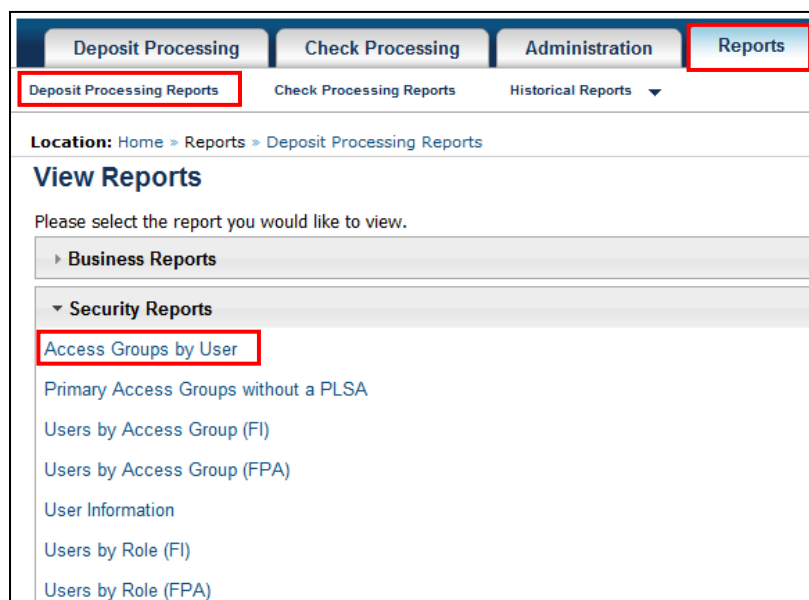
2. The *Access Groups by User* page appears (see Figure 35 below for search criteria).

    Enter the **User ID** or **E-mail Address** of the user you would like to view. Or, enter both the **First Name** and **Last Name** of the user you would like to view.

Figure 35. Access Groups by User Page

3. Select **Report Format** and Click **Submit** (refer to Figure 35 above). The report appears in a new window as shown in Figure 36.

Figure 36. Access Groups by User Report Output

View Security Reports: Access Groups by User

To view a access groups by user report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Security Reports**, click **Access Groups by User**. The *Access Groups by User* page appears.

4. Enter the **User ID** or **E-mail Address** of the user you would like to view.

> OR

   Enter both the **First Name** and **Last Name** of the user you would like to view.

5. Select a **Report Format**.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Select **Submit** to initiate the report. The report appears in a new window.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Users by Access Group (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Access Group (FI)**. See Figure 37 below.

Figure 37. Users by Access Group (FI) from Reports Menu

2. The *Users by Access Group (FI)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 38 below for search criteria.

   For **Report with Children,** the **Yes** option generates a report that contains data for the selected FIs as well as all of the lower level FIs. If **No** is selected, the report will only contain data for the selected FI.

Figure 38. Users by Access Group (FI) Page

3. Select **Report Format** and **Financial Institution** for the users you would like to view (refer to Figure 38 above). The report appears in a new window as shown in Figure 39 below.

Figure 39. Users by Access Group (FI) Report Output

		Users By Access Groups (FI)		
		Generated: 04/30/2010 3:19:25PM ET		
OTCnet Role	**OTCnet Status**	**User Name**	**User ID**	**E-Mail**
Access Group:	All Financial Institutions			
RTNs:				
HLAS	Active	Natalia Konovaltchouk	nkono500	nkono500 @citi.com
FMS	Active	otcnet dwtestFMSViewOne	odwtes11	odwtes11 @citi.com
HLAS	Active	Hlas Lasoanh	hlasoa01	hlasoa01 @citi.com

View Security Reports: Users by Access Group (FI)

To view users by access group (FI) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Security Reports**, click **Users by Access Group (FI)**. The *Users by Access Group (FI)* page appears.

4. Select **Yes** or **No** for a Report with Children.

(!) Application Tip

> Select the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs.
> Select the **No** option to generate a report that contains data only for the selected FI.

---

5. Select a **Report Format**.

(!) Application Tip

> You can view reports in HTML, PDF, Excel, or PowerPoint format.

(!) Application Tip

> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock 🔓 denotes access permission; and a closed lock 🔒 denotes no access permission.

---

6. Select the Financial Institution to initiate the report. The report appears in a new window.

> ⓘ **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Users by Access Group (FPA)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Access Group (FPA)**. See Figure 40 below.

Figure 40. Users by Access Group (FPA) from Reports Menu

2. The *Users by Access Group (FPA)* page appears. Enter the search criteria you would like to view and select **Yes** or **No** for **Report with Children**. See Figure 41 below for search criteria.

   For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 41. Users by Access Group (FPA) Page

3. Select **Report Format** and **OTC Endpoint** to initiate the report (refer to Figure 41 above). The report appears in a new window as shown in Figure 42.

Figure 42. Users by Access Group (FPA) Report Output

View Security Reports: Users by Access Group (FPA)

To view a users by access group (FPA) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Security Reports**, click **Users by Access Group (FPA)**. The *Users by Access Group (FPA)* page appears.

4. Select **Yes** or **No** for a Report with Children.

> **(!) Application Tip**
>
> Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

5. Select a **Report Format**.

> **(!) Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

> **(!) Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock 🔓 denotes access permission; and a closed lock 🔒 denotes no access permission.

6. Select the OTC Endpoint to initiate the report. The report appears in a new window.

> **(!) Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> Click **Clear** to clear all data fields and reset to the default selections.

User Information

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **User Information**. See Figure 43 below.

Figure 43. Select User Information from Reports Menu

2. The *User Information* page appears (see Figure 44 below for search criteria).

   Enter the **User ID** or **E-mail Address** of the user you would like to view or enter both the **First Name** and **Last Name** of the user you would like to view.

Figure 44. User Information Page

3. Select **Report Format** and Click **Submit** (refer to Figure 44 above). The report appears in a new window as shown in Figure 45 below.

Figure 44. User Information Report Output

👤❓ View Security Reports: User Information

To view a user information report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Security Reports**, click **User Information**. The *User Information* page appears.

4. Enter the **User ID** or **E-mail Address** of the user you would like to view

    > OR

    Enter both the **First Name** and **Last Name** of the user you would like to view.

5. Click **Report Format**.

    > ⓘ **Application Tip**
    >
    > You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click **Submit** to initiate the report. The report appears in a new window.

    > ⓘ **Application Tip**
    >
    > Additional buttons on the page that help you perform other tasks:
    > - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
    > - Click **Clear** to clear all data fields and reset to the default selections.

Users by Role (FI)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Role (FI)**. See Figure 46 below.

Figure 45. Users by Role (FI) from Reports Menu
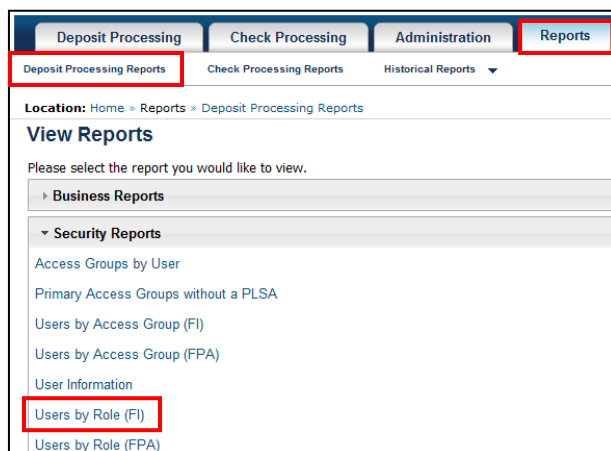
2. The *Users by Role (FI)* page appears. Enter the search criteria you would like to view selecting a user **Role**, **Report Format** and **Yes** or **No** for **Report with Children**. See Figure 47 below for search criteria.

    For **Report with Children,** the **Yes** option generates a report that contains data for the selected FIs as well as all of the lower level FIs. If **No** is selected, the report will only contain data for the selected FI.

Figure 46. Users by Role (FI) Page

3. Select the Financial Institution to initiate the report (refer to Figure 47 above). The report appears in a new window as shown in Figure 48.

Figure 47. Users by Role (FI) Report Output

Users by Role (FI)

Generated: 07/30/2010 4:39:03 PM ET
Selected Role: All
Selected Access Groups: FRB Boston

OTCnet Status	User Name	User ID	Email	Phone Number	OTCnet Access Granted
Role:	Federal Reserve Bank Deposit Confirmer				
Access Group:	FRB Boston				
Active	Performance XIV	pxiv0001	noemail@definitelynoemail.net	4678219435	07/30/2010
Active	Cody Tester XIII	cteste04	definitelynotarealemailaddress@definitelynot.com	1234567890	07/30/2010

View Security Reports: Users by Role (FI)

To view users by role (FI) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Security Reports**, click **User by Role (FI)**. The *Users by Role (FI)* page appears.

4. Select a user **Role**.

5. Select a **Report Format**.

6. Select **Yes** or **No** for a Report with Children.

> **Application Tip**
>
> Select the **Yes** option to generate a report that contains data for the selected FIs as well as all of the lower level FIs.
> Select the **No** option to generate a report that contains data only for the selected FI.

> **Application Tip**
>
> You can view reports in HTML, PDF, Excel, or PowerPoint format.

> **Application Tip**
>
> **TGA** denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

7. Select the Financial Institution to initiate the report. The report appears in a new window.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Users by Role (FPA)

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Security Reports**, click **Users by Role (FPA)**. See Figure 49 below.

Figure 48. Users by Role (FPA) from Reports Menu

2. The *Users by Role (FPA)* page appears. Enter the search criteria you would like to view selecting a user **Role, Report Format** and **Yes** or **No** for **Report with Children**. See Figure 50 below for search criteria.

   For **Report with Children,** the **Yes** option generates a report that contains data for the selected **OTC Endpoint** as well as all of the lower level OTC Endpoints. If **No** is selected, the report will only contain data for the selected **OTC Endpoint**.

Figure 49. Users by Role (FPA) Page

3. Select the **OTC Endpoint** to initiate the report (refer to Figure 50 above). The report appears in a new window as shown in Figure 51.

Figure 50. Users by Role (FPA) Report Output

Users by Role (FPA)				
Generated: 03/02/2009 08:23:45 PM EST				
Selected Role: All				
Selected Access Group: NPS				

Role: Federal Program Agency Local Security Administrator
Access Group: NPS
Description: National Park Service

OTCnet Status	User Name	User ID	Email	Phone Number	OTCnet Access Granted
Active	Agency npls	anpls500	anpls500@aol.com	3141234567	03/02/2009

View Security Reports: Users by Role (FPA)

To view users by role (FPA) report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Security Reports**, click **User by Role (FPA)**. The *Users by Role (FPA)* page appears.

4. Select a user **Role**.

5. Select **Yes** or **No** for a Report with Children.

(!) Application Tip

Select the **Yes** option to generate a report that contains data for the selected OTC Endpoint as well as all of the lower level OTC Endpoints. Select the **No** option to generate a report that contains data only for the selected OTC Endpoint.

---

6. Select a **Report Format**.

(!) Application Tip

You can view reports in HTML, PDF, Excel, or PowerPoint format.

(!) Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock 🔓 denotes access permission; and a closed lock 🔒 denotes no access permission.

---

7. Select the OTC Endpoint to initiate the report. The report appears in a new window.

> **Application Tip**
>
> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.

Administration Reports

This section will provide you with detail of how to view and download **Administration Reports**. There are five **Administration Reports** you may choose to view. To print **Administration Reports** after downloading, right-click using a mouse and select the **Print** option.

View CA$HLINK II File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View CA$HLINK II File Status**. See Figure 52 below.

Figure 51. View CA$HLINK II File Status from Reports
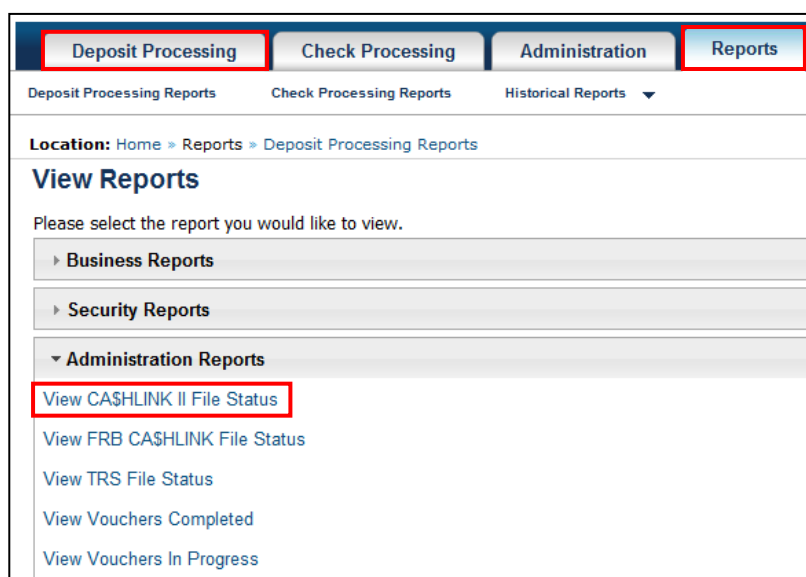
2. The *View CA$HLINK II File Status* page appears. See Figure 53 below.

    Under the **CA$HLINK II Files Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view or click the **Batch Number** of the **All CA$HLINK II Files** batch details or processing errors you would like to view.

Figure 52. View CA$HLINK II File Status Page

3. The *View CA$HLINK II Batch Details* page appears or the *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**. See Figure 54 below.

Figure 53. View CA$HLINK Batch Details Page

4. Click the **Batch Number** hyperlink or a **Deposit Report Number** hyperlink (refer to Figure 54 above). The *CA$HLINK II Voucher Details* report appears in a new window as shown in Figure 55.

The **Batch Number** hyperlink displays the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. The **Deposit Report Number** hyperlink displays the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Figure 54. CA$HLINK II File Status Report Output

View Administration Reports: CA$HLINK II File Status

To view a CA$HLINK II file status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Administration Reports**, click **View CA$HLINK II File Status**. The *View CA$HLINK II File Status* page appears.

4. Under the **CA$HLINK II Files(s) Not Processed** section, click the **Batch Number** of the CA$HLINK II batch details you would like to view.

   Or

   Click the **Batch Number** of the All CA$HLINK II File(s) batch details or processing errors you would like to view.

   > **Application Tip**
   >
   > There are two sections on the *View CA$HLINK II File Status* page. The **CA$HLINK II Files Not Processed** section displays report files that have not been successfully processed by CA$HLINK II. The **All CA$HLINK II Files** section displays all deposit report files regardless of transmission status or success.

5. The *View CA$HLINK II Batch Details* page appears. Select a **Report Format**.

   Or

   The *View CA$HLINK II Processing Errors* page appears. Select a **Report Format**.

   > **Application Tip**
   >
   > You can view reports in HTML, PDF, Excel, or PowerPoint format.

6. Click the **Batch Number** hyperlink. The *CA$HLINK II Voucher Details* report appears in a new window.

> Or

Click a **Deposit Report Number**. The *CA$HLINK II Voucher Details* report appears in a new window.

Application Tip

Click the **Batch Number** hyperlink to display the CA$HLINK II Voucher Details report as well as all deposit vouchers and deposit report vouchers associated with the Batch Number. Click a **Deposit Report Number** to display the CA$HLINK II Voucher Details report and all deposit report vouchers associated with the Deposit Report Number.

Application Tip

Additional buttons on the page that help you perform other tasks:
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the OTCnet Home Page*.*
- Click **Previous** to return to the previous page.

View FRB CA$HLINK File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View FRB CA$HLINK File Status**. See Figure 56 below.

Figure 55. View FRB CA$HLINK File Status from Reports

2. The *View FRB CA$HLINK Transmissions* page appears. Enter the search criteria and click **Search**. See Figure 57 below.

   - Select a **District Number**, *required.*
   - Select an **Office Number**
   - Enter the **From:** and **To:** Transmission Creation Date
   - Enter the **From:** and **To:** Transmission Sent Date

Figure 56. View FRB CA$HLINK Transmissions Page

3. The search results table appears in Figure 58. Click a **Transmission ID**.

Figure 57. FRB CA$HLINK Search Results Page

4. The *View FRB CA$HLINK Transmission Details* page appears. Select a **Report Format**. See Figure 59 below.

Figure 58. View FRB CA$HLINK Transmission Details Page

5. Click an **Office #** (refer to Figure 59 above). The *FRB CA$HLINK Daily Activity* report appears in a new window as shown in figure 60.

Figure 59. FRB CA$HLINK Daily Activity Report Output

View Administration Reports: FRB CA$HLINK File Status

To view a FRB CA$HLINK file status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Administration Reports**, click **View FRB CA$HLINK Transmissions**. The *View FRB CA$HLINK Transmissions* page appears.

4. Enter the search criteria and click **Search**.

   - Select a **District Number**, *required*
   - Select an **Office Number**
   - Enter the **From:** and **To:** Transmission Creation Date
   - Enter the **From:** and **To:** Transmission Sent Date

5. The search results table appears. Click a **Transmission ID**.

6. The *View FRB CA$HLINK Transmission Details page appears.* Select a **Report Format**.

   > **Application Tip**
   >
   > You can view reports in HTML, PDF, Excel, or PowerPoint format.

7. Click an **Office #**. The FRB *CA$HLINK Daily Activity* report appears in a new window.

   > **Application Tip**
   >
   > Additional buttons on the page that help you perform other tasks:
   > - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
   > - Click **Clear** to clear all data fields and reset to the default selections.
   > - Click **Previous** to return to the previous page.
   > - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
   > - Click **Return Home** to return to the OTCnet Home Page.

View TRS File Status

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View TRS File Status**. See Figure 61 below.

   Note: The **Transaction Reporting System (TRS)** is now referred to as the **Collections Information Repository (CIR)**.

Figure 60. View TRS File Status from Reports
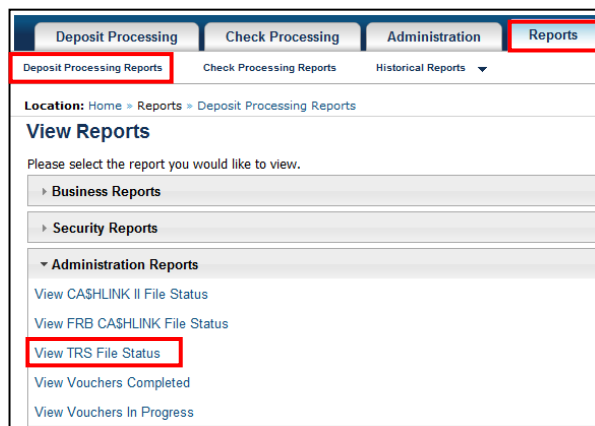
2. The *View TRS File Status* page appears. Select a **Report Format**. See Figure 62 below.

   Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view. Or, under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view (shown in Figure 62).

   There are two sections on the *View TRS Transmission Status* page. The **TRS Transmission(s) Not Processed** section displays report files that have not been successfully processed by TRS. The **All TRS Transmission(s)** section displays all deposit report files regardless of transmission status or success.

Figure 61. View TRS File Status Page

3. Click the **Voucher #** hyperlink (Figure 63). The *Deposit or Adjustment Voucher Detail* report appears as shown in Figure 64.

Figure 62. View TRS File Status for FI Results Page

Figure 63. TRS Deposit or Adjustment Voucher Detail Report Output

View Administration Reports: TRS File Status

To view a TRS file status report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

    Under **Administration Reports**, click **View TRS File Status**. The *View TRS Transmission Status* page appears.

    > **Application Tip**
    >
    > The **Transaction Reporting System (TRS)** is now referred to as the **Collections Information Repository (CIR)**.

3. Select a **Report Format**.

    > **Application Tip**
    >
    > You can view reports in HTML, PDF, Excel, or PowerPoint format.

4. Under the **TRS Transmission(s) Not Processed** section, click a **Transmission ID** of the TRS transmission details you would like to view.

    > Or

    Under the **All TRS Transmission(s)** section, click a **Transmission ID** of the TRS transmission details or processing errors you would like to view.

    > **Application Tip**
    >
    > If a **Transmission ID** with FRB CL CA$HLINK Type is selected, the *TRS Transmission Status (FRB)* report appears in a new window. If a **Transmission ID** with CLII CA$HLINK Type is selected, the *TRS Transmission Status (FI)* report appears in a new window.

Application Tip

> There are two sections on the *View TRS Transmission Status* page. The
> **TRS Transmission(s) Not Processed** section displays report files that
> have not been successfully processed by TRS. The **All TRS
> Transmission(s)** section displays all deposit report files regardless
> of transmission status or success.

5. Click the **Voucher #** hyperlink. The *Deposit or Adjustment Voucher Detail* report
   appears.

Application Tip

> Additional buttons on the page that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Refresh** to redisplay the page with any additional vouchers that
>   are in-process.
> - Click **Return Home** to return to the previous page.

View Vouchers Completed

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers Completed**. See Figure 65 below.

Figure 64. View Vouchers Completed from Reports

2. The *View Vouchers Completed* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 66).

Figure 65.View Vouchers Completed Page

3. The *View Voucher Event Log* page appears (see Figure 67 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 68)

Figure 66. View Voucher Event Log Page

Figure 67. Voucher Event Details Report Output

👤❓ **View Administration Reports: Vouchers Completed**

To view a vouchers completed report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Administration Reports**, click **View Vouchers Completed**. The *View Vouchers Completed* page appears.

4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

> ⓘ **Application Tip**
>
> The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System to System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

　　　Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

> ⓘ **Application Tip**
>
> The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

> ⓘ **Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **Clear** to clear all data fields and reset to the default selections.
> - Click **Previous** to return to the previous page.
> - Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
> - Click **Return Home** to return to the previous page.

View Vouchers in Progress

1. Click the **Reports** tab and click **Deposit Processing Reports**. The *View Reports* page appears. Under **Administration Reports**, click **View Vouchers in Progress**. See Figure 69 below.

Figure 68. View Vouchers in Progress from Reports

2. The *View Vouchers in Progress* page appears. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information (Figure 70).

Figure 69. View Vouchers In Progress Page

3. The *View Voucher Event Log* page appears (see Figure 71 below). Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details* page appears. Or, click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears (Figure 72)

Figure 70. In Progress View Voucher Event Log Page

View Voucher Event Log

Following is the history of the deposit or adjustment voucher events.

Voucher Information

Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CA$HLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1

Voucher Event Log

Click on the voucher event state link to view voucher details.

Voucher Event State	Voucher Event State Timestamp	Transmission ID	Additional Information
VoucherCreated	08/05/2014 01:38:50 PM ET		Comment

Figure 71. In Progress Voucher Event Details Report Output

Voucher Event Details

Following are the voucher event details associated with the voucher event selected.

Voucher Information	
Voucher #:	968227
Voucher Date:	08/05/2014
Voucher Event State:	VoucherCreated
Voucher Event State Timestamp:	08/05/2014 01:38:50 PM ET
Voucher Event LoginID:	otcqef20
Voucher Type:	Deposit
Voucher Status:	CONFIRMED
Voucher Status Timestamp:	08/05/2014 01:41:02 PM ET
Deposit Date:	08/05/2014
CA$HLINK II Trace #:	
Financial Institution:	111_A_Org_Bank_1
Voucher Event Comments:	Created

View Administration Reports: Vouchers in Progress

To view a vouchers in progress report, complete the following steps:

1. Click the **Reports** tab.

2. Click **Deposit Processing Reports**. The *View Reports* page appears.

3. Under **Administration Reports**, click **View Vouchers In Progress**. The *View Vouchers in Progress* page appears.

4. Click the **Voucher #** hyperlink to view the **Voucher Event Log** page and additional voucher information. The *View Voucher Event Log* page appears.

Application Tip

> The **View Voucher Event** shows additional information about the voucher and the history of the voucher events through the FI System To System Interface.

5. Click the **Voucher #** hyperlink to view the details of the deposit or adjustment. The *Voucher Details Information* page or the *View Adjustment Details page* appears.

> Or

Click a **Voucher Event State** hyperlink to view the voucher event details. The *Voucher Event Details* page appears.

Application Tip

> The **Voucher Event Details** page shows processing errors associated with the voucher event and additional information about the voucher and the transmission associated with the voucher events through the FI System To System Interface, FRB CA$HLINK, and the Transaction Reporting System (TRS) interface.

Application Tip

Additional buttons on the pages that help you perform other tasks:
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Previous** to return to the previous page.
- Click **Refresh** to redisplay the page with any additional vouchers that are in-process.
- Click **Return Home** to return to the previous page.

Summary

In this chapter, you learned:

- The purpose of viewing reports

- The various types of reports you can access by role

- The types of Business, Security and Administration reports

- The detail each report provides and how to view and download those reports

In the next module, you will learn how to view deposits.

Notes

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Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Accounting Code - A unique agency classification code assigned to a transaction, which identifies the FRB Account Key that is used within the Federal Reserve. In check capture, it is a method of grouping individual check transactions into certain classifications. In deposit reporting, the classification is being done at a voucher level, where a voucher is being classified with one or many agency defined accounting codes or TAS.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Key - The account number assigned to a deposit when it is submitted to FRB CA$HLINK. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet. This role can also establish, maintain, and view processing options that one or more lower level endpoints will use in OTCnet.

Acknowledged Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Acknowledged Error Batch Status – Indicates the acknowledge batch process experienced system errors and the acknowledgment was unsuccessful, or a user selected to cancel the batch acknowledgment which resulted in a batch being updated to Acknowledgment Error.

ACR Activity Report - A check processing business report that allows you to view detailed information about transactions that were adjusted, corrected, or reversed/rescinded. Users can generate a report that covers a maximum period of 45 calendar days.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency CIRA Report - A check processing business report that allows you to view the batch level transaction activity for a specified OTC Endpoint. A user can filter the report by Received Date, Capture Date, Batch ID, or Check Capture Operator.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Location Code plus 2 (ALC+2) - The agency location code plus a unique two digit number that is used in OTCnet to identify a cashflow at a location within an ALC. This plus two digits accommodates the fact that one ALC can represent many locations, and allows the agency to identify those locations specifically.

Agency Manager - A user that has authorization to view and download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Approved Batch Status - Indicates that the batch is ready for settlement (online only). Indicates that the batch is ready for upload and settlement (offline only).

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that

take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

B

Back Office Processing Method - Indicates that a customer presented a check in person, but the check is being scanned in a controlled back-office environment away from the customer.

Batch - A file containing the transaction information and tiff images (collection of scanned checks) of one or more checks, which will be sent for settlement.

Batch Approver - An agency user that has the authorization to approve a batch either prior to batch upload from OTCnet Offline or when a batch is uploaded/submitted to OTCnet Online but not yet approved. The Batch Approver permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to approve batches that they have created. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Batch Control/Batch Balancing - An optional feature (which can be configured to be mandatory) that agencies can use as a batch balancing tool to perform checks and balances on the number of checks that have been scanned, and ensure their respective dollar amounts and check number totals have been accurately entered. The functionality is available for both single item mode and batch mode.

Batch ID - The unique number assigned to a batch by OTCnet.

Batch List Report - A report that contains transaction information for each batch item, including the Individual Reference Number (IRN), Item Type, ABA Number, Account Number, Check Number, and Amount.

Batch Status - Reflects the current state of a batch during processing, transmission, and settlement. The batch states for OTCnet Online are Open, Closed, Approved, and Forwarded. The batch states for OTCnet Offline are Open, Closed, Approved, Sending, Sent, Acknowledged, Send Error, and Acknowledgment Error (offline only).

Batch Uploader - An agency user that has the authorization to upload a batch from OTCnet Offline to the online database. The Batch Uploader permission must be applied to either a Check Capture Lead Operator or Check Capture Operator roles and allows the operators to auto-upload the batch upon close (if terminal is configured to do so), or upload approved

batches. This role should be granted in limited cases at sites where there is a need for the operator to perform this function without a Check Capture Supervisor present.

Blocked - A customer may no longer present checks for a specific ABA number and account number due to manual entry by authorized persons into the MVD rather than the result of a failed transaction. If desired, an authorized user can edit the transactional record to a clear status.

Bureau of the Fiscal Service (FS) - (formerly FMS) The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Business Event Type Code (BETC) - A code used in the CARS/GWA system to indicate the type of activity being reported, such as payments, collections, borrowings, etc. This code must accompany the Treasury Account Symbol (TAS).

C

CA$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA$HLINK II.

Capture Date - The calendar date and time the payment is processed by the agency.

Cashier ID - The ID of the user that created the transaction.

Central Accounting Reporting System (CARS) – (formerly GWA) The system that addresses the central accounting and reporting functions and processes associated with budget execution, accountability, and cash/other asset management. This includes the collection and dissemination of financial management and accounting information from and to federal program agencies.

Central Image and Research Archive (CIRA) - The Central Image Research Archive (CIRA) is an image archive of all items processed in the OTCnet System.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Check 21 - Provides the legal framework for the creation of substitute checks which can be used in place of the original paper document, without an agreement in place with other financial institutions. A substitute check is a paper reproduction of the original check. Check 21 items require an image before they can settle. Check 21 is also referred to as check truncation.

Check Amount - The dollar amount of the check.

Check Capture – The component of OTCnet used to process scan images of checks and money orders through OTCnet for the electronic deposit of checks and money orders at financial institutions. Check capture can be done online through the internet, or offline through the user's desktop.

Check Capture Administrator - An agency user that has the authorization to define and modify the check capture sites; to manage accounting codes; to modify endpoint mappings; to configure Check Capture functions and perform upgrades of the application; to create and download user profiles; as well as download software or firmware to the terminal using the Download Check Capture application permission. Furthermore, this user can view checks at the item level or a batch at the summary level classified with multiple accounting codes, view/download CIRA CSV reports and ACR Activity reports, run CIRA queries and view other general reports such as the SF215 Deposit Ticket and 5515 Debit Voucher reports, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Lastly, this user has the ability to create the CCA offline user logon profile using OTCnet online.

Check Capture Lead Operator - An agency user that has the authorization to in scan checks into a batch, view and classify checks at the item level or batch at the summary level with multiple accounting codes, close a batch, edit a batch, balance check amounts, and enter batch control values during batch closing. Additionally, the user is authorized to accept checks with poor quality, make MICR line corrections, and accept duplicate checks. This user is not authorized; however, to use an out-of-date LVD. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Capture Offline – A web-based functionality in the offline Check Capture application that resides in the user's desktop for capturing check images for the electronic deposit of checks and money orders.   The check transactions are stored within a local database, and the check information will need to be uploaded to OTCnet server when there is internet connectivity before they can be deposited for settlement.

Check Capture Online – A web-based functionality within OTCnet to allow agencies users to process scanned images of checks and money orders for the electronic deposit of checks and money orders at financial institutions. The check transactions are directly saved to the OTCnet online database, and no upload of batches of checks are needed.

Check Capture Operator - An agency user that has the authorization to perform only very minimal Check Capture activities. This user has authorization to scan checks into a batch view and classify checks at the item level or a batch at the summary level with multiple accounting codes, close a batch, balance check amounts and enter batch control values during batch closing. The agency user can also view is an endpoint is designated for summary level classification, and the agency comments associated to an endpoint. Additionally, the user can enter/apply the Accounting Code at the time of scanning checks is established. This user does not have authorization to accept duplicates, make MICR corrections, authorize the use of out-of-date LVD, or accept checks with poor quality.

Check Capture Supervisor - An agency user that has the authorization to perform almost all the functions on the Check Capture including view and classify checks at the item level or a batch at the summary level with multiple accounting codes, accept duplicates (not

recommended), make MICR corrections, authorize the use of out-of-date LVD, and accept checks with poor quality as well as view, modify, import, and modify endpoint mappings. This role can also establish, maintain, and view processing options for an endpoint pertaining to summary level classification and agency comments.

Check Image Report - A check processing business report that allows you to view the front and back images of a check for an Individual Reference Number (IRN) that you request.

Check Number - The printed number of the check writer's check.

CIRA CSV Historical Report - A check processing business report that allows you to query check records that are associated with batches that have been forwarded for settlement more than 18 months ago. The exported comma separated value report (CSV) data can be used to import into other applications within an agency.

CIRA CSV Report - A check processing business report that allows you to export data based on a query to a comma separated value report (CSV). The exported data can be used to import into other applications within an agency.

CIRA Viewer - A user that has authorization to view CIRA records and download CSV files. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

Classification Key (C-Key) - A unique agency accounting code assigned to a transaction. Agencies establish C-Keys in SAM for collection transactions that will be used to derive the appropriate values of TAS-BETC(s).

Clear - Indicates that a customer may present checks for a specific ABA Number and Account Number, because the prior restrictions on the individual's check payments have been removed. Note: Manually cleared items are permanently cleared. If a transaction is cleared in error, manual suspend, block or deny records need to be created in its place to prevent transactions.

Closed Batch Status - Indicates the batch is closed and no new checks may be scanned into that batch.

Collections Information Repository (CIR)- (formerly TRS) A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Comma Separated Values (CSV) - A computer data file used for storage of data structured in a table form. Each line in the CSV file corresponds to a row in the table. Within a line, fields are separated by commas, each field belonging to one table column.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be

noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

Customer Not Present Processing Method - The processing method selected in OTCnet when processing a check that has been presented by a check writer who is not present at the agency location i.e., mail.

Customer Present Processing Method - The processing method used in the OTCnet when the check writer is presenting the check in person.

D

Daily Voucher Report - A business report that allows you to view the daily voucher extract.

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Denied - Indicates that OTCnet system permanently denies an individual from cashing a check through OTCnet based on the combination of ABA number, account number, and User Defined Field 1. User Defined Field 1 is usually the SSN number of an individual.

Deny Date - Indicates when the verification record (MVD/LVD) expires, and OTCnet can start accepting checks that will be presented by a check writer that has previously presented a bad check. The Deny Date is calculated based on suspension periods configured in the Check Cashing policy of an OTC Endpoint.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.
Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/BFS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - FRB-C serves as the conduit for settlement of transactions originating from the OTCnet application. FRB-C is responsible for receiving the transaction data from OTCnet via forward file, and performing check clearing/transaction settlement as the 'debit gateway'.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Firmware - A release used for initial download or upgrades to the scanner software that allows a scanner to be used on a terminal. The firmware versions also contains a series of other back-end installation files that should be installed on a terminal to enable it to be used for Check Capture in OTCnet.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

FMS Statistical Report - A check processing administration report that allows you to view statistical details for an OTC Endpoint. The report includes statistical information regarding the total transactions, overall success rate, total returns sent back to the agency, and total returns received. The report is searchable for a duration of up to 15 days.

Forwarded Batch Status - Indicates the batch has been sent to Debit Gateway to initiate the settlement process.

Forwarded File - A term that is assigned to a file that contains the check transactions that is send from channel applications, such as OTCnet or ECP, to Debit Gateway for settlement purposes.

Franker - An internal stamp unit that stamps a check with "Electronically Processed" after the check is processed and scanned. Franker availability is based on the model of your scanner.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions.

Input Length Maximum - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

Internal Control Number - A customizable field for agency use to further describe a deposit.

Item Detail Report - A report that contains the information about an individual item (check) associated with a batch. The report print-out will contain MICR information, data entered about the check, and an image of the check obtained during scanning.

Item Type - Indicates whether the check presented is a personal or business check. This determines whether the check is handled through Check 21 (non-personal) or FedACH (personal).

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish, maintain, and view the organizational structure, accounting code mappings to individual endpoints, and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

LVD Contents Report - A check processing business report that allows you to view the contents of a Local Verification Database (LVD) for a given OTC Endpoint.

M

Magnetic Ink Character Recognition (MICR) - Digital characters on the bottom edge of a paper check containing the issuing bank's ABA number and account number. The check number may also be included.

 Master Verification Database (MVD) - It is an online database specific to the agency that maintains the agency hierarchy check cashing policy, information on bad check writers, and manually entered blocked items based on an agency's policy. Bad check information is accumulated in the MVD as agencies process checks through Check Capture. The MVD

provides downloads of dishonored check information and blocked items via the Local Verification Database (LVD) on a daily basis.

MVD Editor - A user that has the authorization to view, edit, and download CIRA records, view verification records, and read blocked records containing only ABA permissions, view other general reports such as the SF215 Deposit Ticket report,5515 Debit Voucher report, the ACR Activity report as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint..

MVD Viewer - A user that has the authorization to view and download CIRA records, view verification records, and read blocked records containing only ABA permissions. This role also has the permission to download CSV formatted reports, view other general reports such as the 215 Deposit Ticket report, 5515 Debit Voucher report, the ACR Activity report, as well as view and download Historical Reports. The agency user can view if an endpoint is designated for summary level classification, and the agency comments associated to an endpoint.

N

Non-Personal Item Type - Indicates that the name on check is an organization, or the check is a money order, traveler's check, or third-party check.

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Open Batch Status - Indicates the batch is open and accepting new checks.

Organization - The location or level within a Federal Program agency.

Organization Hierarchy - The structure of a Federal Program agency as defined in OTCnet.

Organization Hierarchy Report - A check processing business report that allows you to view the target OTC Endpoint within the context of the current OTC Endpoint.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (CHK) - The endpoint (location) setup in OTCnet to use check capture.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting.

OTC Endpoint Mapping - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

OTCnet Offline - Refers to the over the counter application that provides Check Capture functionality to end users with limited internet connectivity, and provides the capability to upload offline-captured batches to the Online OTCnet application for processing.

OTCnet Online - Refers to the web-based over the counter application that provides Check Capture, Check Processing and Deposit Processing functions to end users (that have constant internet connectivity).

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Personal Item Type - Indicates that the name on check is an individual's name, not acting as a business.

Personally Identifiable Information (PII) - It is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual. Examples of PII include but are not limited to social security numbers, dates and places of birth, mothers' maiden names, biometric records.

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

Q

Queue Interface – Used by military agencies that utilize the Deployable Disbursing System (DDS) database bridge. It provides a single transaction input point, prevents data entry errors, and discrepancy between both systems.

R

Received - The agency has sent this transaction through OTCnet. No settlement has been performed for this transaction yet.

Received Date - The date the check was received by web-based OTCnet.

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Represented - This transaction was returned with a reason code that allows for another collection attempt to be made (see Appendix Chapter of the Participant User Guides for Reason Codes). Depending on an agency's policy, the item is reprocessed in an attempt to collect the funds from the check writer. Items with this status are in-process of collection.

Retired - This transaction was unable to be collected. The agency receives an SF5515 Debit Voucher Report with a debit processed to Debit Gateway, the effective date and debit voucher number. The offset to the agency's debit is an ACH return or a paper return (Check 21) received from the check writer's financial institution. This transaction cannot be processed again through OTCnet.

Return Reason Codes - Represent the numeric codes used in the ACH and paper return processing, which specify the reason for the return of the transaction and Check 21 codes.

Return Settlement Date - The effective date of settlement of the returned check item.

Returned Item - A check that was originally part of an OTCnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number or Bank Routing Number**) - The nine-digit number used to identify a financial institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Send Error Batch Status – Indicates the batch was transmitted and fully processed by the OTCnet server without error.

Sent Batch Status – Indicates the batch was uploaded online without error.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settle Best Method - The option that allows OTCnet to decide the best settlement method for personal and non-personal checks.

Settled - This transaction is complete and the funds have been credited to the agency's Treasury General Account. The effective date of the deposit and the SF215 Deposit Ticket Report deposit ticket number are provided.

Settlement Date - The payment date of a check item, which is when the deposit is debited from the check writer's account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable for a duration of up to 45 days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is searchable in for a duration of up to 45 days.

Share Accounting Module (SAM) - The application that facilitates the process of validating or deriving Treasury Account Symbol (TAS) and Business Event Type Code (BETC) combinations to assist CARS/GWA in classifying financial transactions as they occur.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

Submitted - A deposit that is submitted and waiting deposit confirmation by a Deposit Confirmer.

Suspend - Indicates that an individual's record is set to a predetermined suspension period. During this time, OTCnet prevents an individual from processing a check through OTCnet. The individual's database record has a Trade Status of Suspend and the expiration date is set until a specific date.

T

Terminal ID - The unique number assigned to the workstation where a user performs functions in OTCnet.

Trade Status - Represents the status of the verification records. There are four 4 possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

Universal Serial Bus (USB) - A connection port on a computer that is universally compatible with many types of devices, such as printers, speakers, mouse, flash drives, etc.

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution.

Users by Access Group (FPA) Report - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution.

Users by Role (FPA) Report - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA\$HLINK II File Status Report - An administration report that allows you to view the status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

View FRB CA\$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processing through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The day that Debit Gateway receives transactions from OTCnet. .

Voucher Number - The number assigned to a deposit by OTCnet.

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